

ENGINEERING ASSOCIATE

DISTINGUISHING FEATURES

The fundamental reason the Engineering Associate classification exists is to perform professional level technical review of plats, land divisions, land assemblages, title reports and separate instruments relating to easement dedications and abandonment's; assist Planning & Development Services staff and applicants towards understanding issues and solutions relating to land boundaries, title and conveyance processes and documents; and provide technical advice and assistance to architects, engineers, land surveyors and applicants on policy compliance. This classification is not supervisory, but may act in a lead capacity depending on assignment. The Engineering Associate's work is performed under the general direction of a Development Engineering Manager in Planning and Development Services.

ESSENTIAL FUNCTIONS

Serve as a customer service resource, assist in outlining mapping and platting requirements for plans, land divisions and assemblages, condominium plats and maps of dedications and easements.

Review and examine subdivision plats, condominium plats, division and assemblage maps and dedication documents to determine compliance with code, policies, State Survey Standards and County recordation requirements.

Review accuracy and completeness of title reports, and assure that interests identified in title reports are represented in the dedications, affidavits and certifications on related survey maps.

Review separate instruments relating to abandonment's and dedications to assure their accuracy.

Participate in lot split and abandonment case review, to determine appropriate solutions or methods for establishing land boundaries.

Assist Planning and Development Services staff with day-to-day questions concerning title reports, easements, reconciliation of complex boundary and platting issues in accordance with State and City codes.

Assist Planning and Development Services staff and applicants towards an understanding of the Arizona Revised Statutes, County Recorder Standards, Design Standards and Policies Manual and standards of professional practice as they relate to survey and boundary issues.

Demonstrate a continuous effort to improve operations, streamline work processes, and work cooperatively and jointly to provide quality seamless and consistent customer service.

MINIMUM QUALIFICATIONS

Knowledge, Skills, and Abilities:

Knowledge of:

Land Survey Principles

Boundary survey procedures and calculations

Legal Descriptions and other aspects of property and property rights conveyance.

Ability to:

Operate a variety of standard office equipment, including a personal computer, a variety of computer software and other equipment essential to performing daily activities that requires continuous and repetitive eye and arm or hand movement.

Establish and maintain effective working relationships with city staff, design and construction community as well as citizens.

Listen and communicate effectively with a diverse group of people.

Use professional judgment and common sense in the application and enforcement

EDUCATION AND EXPERIENCE:

Any combination of education and experience equivalent to a bachelor's degree in architecture, civil engineering, land survey or related fields and five years experience in land survey practice related to the preparation or review of plats, survey maps and legal descriptions; or, registration in the state of Arizona as an engineer or land surveyor and five years experience related to the preparation or review of land survey documents and records.

FLSA Status: Non-exempt

HR Ordinance Status: Classified